

TO: The Honorable Chair and Members of the Unified Personnel Board

THROUGH: Kimberly Crum, Director of Human Resources

FROM: Barry A. Burton, County Administrator 
Kevin Knutson, Assistant County Administrator 

SUBJECT: Reduction of Classification in Risk Management

DATE: April 12, 2021

The County, in coordination with other appointing authorities, is exploring outsourcing the workers compensation claims administration portion of the Risk Management claims process to a third-party administrator (TPA) pending authorized approval. No final decision has been made to outsource this service to a TPA. However, the County is currently involved in the solicitation process of a TPA vendor and is preparing to begin the process of evaluating and ranking the proposals. The selection and onboarding process is anticipated to take approximately another five (5) months to complete.

If we end up outsourcing this activity that is currently administered internally by the Claims section of Risk Management, County staff have determined there will no longer be a need for three positions within the Claims section and are providing notice pursuant to the Unified Personnel System, Rule No. 5 for the elimination of the following positions: one Claims Case Manager, RN position (C31) that is vacant/unencumbered and two Claims Adjuster 1 positions (C24) that are currently encumbered.

Within the Claims section of Risk Management, there are three Claims Adjuster 1 positions that are encumbered. Two of the Claims Adjuster 1 positions are on the Workers Compensation side of Claims and will be eliminated. The other Claims Adjuster 1 position is on the General Liability side of Claims and will be retained. The County will exercise Personnel Rule No. 5 to determine the individual that will retain the Claims Adjuster 1 position. Additionally, Risk Management happens to have an opening for a Risk Management Specialist 1 position (C20) that is currently unencumbered that can be offered to one of the displaced individuals in lieu of layoff. If accepted, this would result in one position being reduced. In addition, County staff intend to work with Human Resources and other County departments to identify vacant positions which can be offered to the remaining affected employee if qualified.

Retention Score Calculation for the retained Claims Adjuster 1 position: Retention scores will be composed from organizational need (up to 50 points), seniority (up to 20 points), proficiency of the employee (up to 10 points), years of experience as an Adjuster (up to 20 points) and veterans' preference. Individuals qualifying under the state's veterans' preference statute will receive credit in accordance with Chapter 55A-7 of the Florida Administrative Code, Rule No. 55A-7.015.

Finally, Risk Management intends to retain the affected employees until the TPA on-boarding process is complete unless other gainful employment is secured prior to the completion of on-boarding a new TPA vendor. Therefore, the anticipated effective date of the RIF plan is September 2021.